CALL FOR FISCAL YEAR 2009 GRANT APPLICATIONS

CLEAN WATER ACT SECTION 319 NONPOINT SOURCE (NPS) GRANTS

July 14, 2008

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1.0 Introduction

1.1 Schedule for Fiscal Year 2009 319 Grants

EVENT	DATE
Release of Call for Section 319 Grant Applications	July 14, 2008
319 Grant Workshop Montana Fish, Wildlife & Parks Region II Headquarters 3201 Spurgin RD Missoula MT 9:00 – 4:30	August 19, 2008
319 Grant Workshop Montana Fish, Wildlife & Parks Region III Headquarters 1400 S. 19th Bozeman MT 9:00 – 4:30	August 21, 2008
Draft Applications Due to DEQ	October 31, 2008
Work Group Draft Comments Due to Applicants	November 28, 2008
Final Applications Due to DEQ	December 31, 2008
Evaluation by 319 Review Panel	January 21, 2009
Final Scopes of Work Due to DEQ	February 13, 2009
DEQ Submits State of MT Application for EPA Review	March 16, 2009
DEQ Sends Out Grant Agreements to Project Sponsors	May 1, 2009
Project Sponsors Return Signed Agreements	June 1, 2009
Funds Available	July 1, 2009

1.2 Overview

The Montana Department of Environmental Quality (DEQ) is issuing this Call for Grant Applications under Section 319(h) of the Federal Clean Water Act (CWA). This guidance will cover Fiscal Year 2009.

Section 319(h) funds for projects are distributed competitively to support the most effective and highest priority projects. There are three categories for competitive projects:

- Watershed Restoration
- Ground Water Protection / Restoration
- Education and Outreach

DEQ is soliciting project proposals from eligible applicants to further Montana's NPS Program goals. Montana's primary goal is to protect clean water and restore water bodies that are impaired by NPS that do not meet state water quality standards. Protection of clean water that meets or exceeds standards is accomplished through the use of Best Management Practices (BMPs), and the application of education and outreach (E&O) activities.

For impaired water bodies that are not meeting standards, the State's goal is to restore those waters through the development and implementation of science-based, locally-supported Watershed Restoration Plans (WRPs). Restoration of impaired water bodies is primarily done through implementation of BMPs as called for in approved WRPs.

These overall program priorities are described in the 2007 Montana NPS Management Plan (http://www.deq.state.mt.us/wqinfo/nonpoint/NonpointPlan.asp.).

DEQ is the lead Montana agency for the NPS program, and for the Clean Water Act section 319 grant program. The 2009 grant cycle will focus on 1) Watershed restoration projects, including planning and implementation, for watersheds with approved TMDLs and WRPs; 2) Ground water protection / restoration projects, including planning and implementation for completed TMDLs or a Source Water Protection plan; and 3) Education & Outreach (E&O) opportunities that address watershed or statewide needs as identified in the five-year E&O prioritization table of the 2007 MT NPS Management Plan. The map of watersheds with approved water quality plans / TMDL's is provided in "Attachment I" of this document. A list of approved TMDLs is available at: http://www.deq.state.mt.us/wqinfo/TMDL/finalReports.asp. Completed Source Water Delineation and Assessment Reports (SWDARs) for public water supplies are available at: http://nris.state.mt.us/wis/swap/swapquery.asp.

1.3 Applicant Eligibility

Applicants must be either a governmental entity or a nonprofit organization. A governmental entity is a local, state or federal office that has been established and authorized by law. Nonprofit organizations are identified as having a tax exempt declaration of 501(c-3) from the Internal Revenue Service.

1.4 Grant Categories

DEQ is allowing applications for three categories, of which each category has two (2) tiers available. **Tier I** is designed for smaller projects while **Tier II** is for larger projects. Applications should fall within the dollar requirements established for each tier. The categories, tiers and corresponding dollar parameters are listed below (also see Figure 1).

Watershed Restoration

Tier I – Initial Planning and WRP Development. Recommended range of $20,000 - $30,000 in 319 funds per application. $100,000 in 319 funds is available for distribution in this tier.

Tier II – Implementation of Water Quality Plan or TMDL. Recommended range of $75,000 - $150,000 in 319 funds per application. $500,000 in 319 funds is anticipated being available for distribution in this tier.

Groundwater Restoration

Tier I – Implementation of Source Water Protection Plans. Recommended range of $20,000 - $30,000 in 319 funds per application. $100,000 in 319 funds available for distribution in this tier.

Tier II – Implementation of Ground Water Components of Approved TMDL or WRP. Recommended range of $50,000 - $100,000 in 319 funds per application. $100,000 319 funds available for distribution in this tier.

Education & Outreach

Tier I – Mini Grant Program. $25,000 available under separate Mini-Grant Call for Applications (not available under this call for applications)

Tier II – Watershed or Statewide E&O Efforts. Recommended range of $10,000 - $50,000 in 319 funds per application. $75,000 319 funds available for distribution in this tier.

2009 Nonpoint Source (319) Funding Allocations

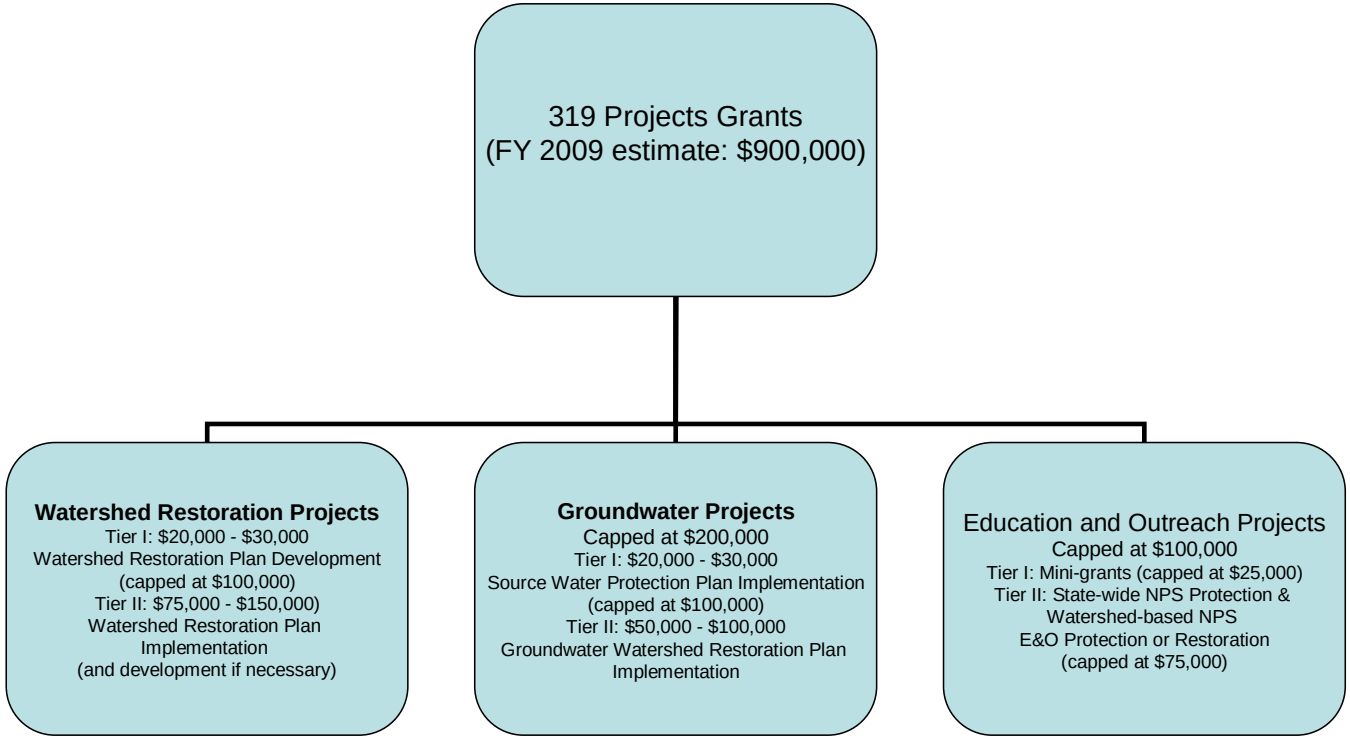

Figure 1-0: 2009NPS (319) Funding Allocations

1.5 Cost Share Requirements and Administrative Costs

Applicants must be able to meet a 40% cost share (also known as match) for the project. The cost share will utilize non-federal matching funds for the project and must be from a private, state, local, or non-profit source. The cost share can be in the form of cash, other grants, or in-kind services that have a direct benefit to the described project. When committing match dollars to a 319 project, applicants must remember that the match can only be applied to one project. When listing match dollars and source, please indicate if the funds have been secured or will be solicited at the time of the application.

An example of a 60 / 40 cost share for a project with a request for $100,000 of 319 Funds follows. The matching funds cost share is calculated by taking the amount of 319 funds requested, dividing by 60% which forces a total project price and then subtracting the original 319 funds request. In this example, $100,000 / 60% = $166,666. Subtracting $100,000 from $166,666 gives a balance of $66,666 in matching funds.

All applications MUST keep the administrative cost category at 10% or lower. DEQ has instituted a 10% cap for all administrative costs for all application categories in accordance with the National Guidance from EPA. This cap must be maintained. Administrative activities that can be included in project costs include but are not limited to: project reporting, mailing, rent, insurance, and office supplies.

2.0 Application Information

2.1 Application Formatting

Formatting**—** When preparing an application, please use the following format:

- One-inch bottom, top and side margins
- Arial or Times fonts
- Font size no smaller than 11 points save for footnotes or endnotes
- Single spacing throughout narrative
- Font style, size, and spacing requirements do not apply to tables, captions, spreadsheets, footnotes or endnotes
- The project title must have five words or less
- Applications are limited to 10 pages of narrative and 5 support pages. Support pages may include maps, photos, data, milestone table, budget table, and letters of support table. NPS Grant Application Summary Form and letters of support are not included in page count totals.
- All signatures must be original and in BLUE ink for Final Applications on hard copies.

2.2 Application Schedule

The application process will happen in two stages. The first stage is the Draft Application Process. The second stage is the Final Application Process. **ALL APPLICANTS MUST COMPLETE BOTH DRAFT AND FINAL APPLICATION STAGES.**

In both stages, submission of the application MUST be done in both electronic and hard copy forms. Electronic form means that the document must be delivered on a CD, disk, or via E-Mail. If submitting via E-Mail, the required application elements are the summary sheets and Sections 1, 2, and 3 of the application. The format for the documents must be MS Word. Supporting documents must be in Microsoft Office Suite compatible format or Adobe PDF. Hard copy form means a written application (on paper) with support documentation. Documents in electronic form must be received by the identified deadlines and documents in hard copy must be postmarked by the deadlines listed below and on the Schedule for FY 2009 319 Grants.

TIMELY RECEIPT OF THE ELECTRONIC FORMAT APPLICATION IS SUFFICIENT FOR MEETING SUBMISSION DEADLINES.

Hard copies of the application should be mailed to:

Rob Rung, Contracts / Grants Officer
Water Quality Planning Bureau
Department of Environmental Quality
1520 E. Sixth Avenue
P.O. Box 200901
Helena, MT 59620-0901

E-mail transmissions must be submitted to: rrung@mt.gov.

If you have any questions on submitting the application, please contact Mr. Rung at 406-444-6756 or rrung@mt.gov.

2.2.1 Draft Application Process

Draft applications for all categories must be received at the DEQ Metcalf Building by 5:00 pm on October 31, 2008. One electronic form and one hard copy form must be submitted. Failure to meet the draft submittal deadline will disqualify an application from consideration. Draft applications must be complete, containing all applicable sections and subsections detailed in this Call for Grant Applications.

APPLICANTS ARE ENCOURAGED TO SUBMIT DRAFT DOCUMENTS PRIOR TO THE DEADLINE OF OCTOBER 31, 2008

Water Activities Work Group (WAWG), the Montana Watershed Coordination Counsel (MWCC), (Groundwater Work Group and the Education/Outreach Work Group) along with DEQ Staff, will review the corresponding draft applications and provide comments plus recommendations on the project and / or application. The recommendations will be provided in written format to the applicant no later than November 28, 2008.

2.2.2 Final Application Process

To increase the likelihood of receiving funding, applicants should incorporate or address the recommendations made by the Work Groups. Applicants are encouraged to discuss the applications with DEQ Staff or Work Group members during the entire draft and final submission process. DEQ will chair a 319 Review panel (made up of governmental professionals), which will serve as the final evaluation for the 319 applications. DEQ Staff and Panel members are not allowed to discuss the evaluation, ranking or funding recommendations with applicants once the final documents have been submitted. All applications in final form **MUST** be received by DEQ no later than **December 31.2008**.

After the final submission deadline, all communication regarding the applications must be conducted through Rob Rung, DEQ Contract / Grant Officer. Mr. Rung can be contacted by telephone at 406-444-6756 or via email at rrung@mt.gov.

Final applications must be received in electronic form prior to 5:00 pm on December 31, 2008. Hard copy form must be hand delivered or postmarked no later than December 31, 2008. Failure to meet the deadline will disqualify an application from consideration. **One** electronic form and **One** hard copy form must be submitted for final applications.

2.2.3 Final Application Evaluations

Competitive applications will be evaluated by the 319 Review Panel on January 21, 2009. Applicants will be offered an opportunity to present the proposed project to the Panel. Presentations will be limited in time (DEQ will determine the allowable time limit), and DEQ Staff will coordinate all media needs.

Evaluations for all projects will utilize category score sheets. Preliminary score sheets are included with this document as Attachment A. DEQ reserves the right to modify the score sheets at a later date. If score sheets or any other part of this document are modified, DEQ will announce and distribute the changes through a written addendum.

The evaluation process will determine if a project should receive funding or not be funded. The 319 Review Panel will recommend funding levels. DEQ reserves the right to accept, modify or reject the Panel's recommendations.

The US Environmental Protection Agency (EPA) has final approval on all projects selected by DEQ for funding. EPA reviews the final Scope of Work (SOW) for TMDL components, consistency with Montana's 2007 NPS Management Plan, consistency with EPA 319 Program Guidance, and overall impacts on water quality. EPA, in consultation with the US Fish and Wildlife Service, will also conduct an Endangered Species Act (ESA) review to establish necessary parameters for compliance with the Act. Upon receipt of EPA approval, DEQ will issue Grant Agreements (contracts) to the successful applicants.

3.0 Specifics For Watershed Restoration Projects

3.1 General Information

Applications for grants for Watershed Restoration Projects must follow these general requirements. Applications for grants for Watershed Restoration Projects will be sub-divided into two categories, Tier I and Tier II. Within the two tiers, Top Priority projects will receive first consideration for funding during the evaluation process. All other projects will be evaluated after the Top Priority projects have been considered.

The following information may prove helpful as you prepare your project proposal:

- A list of watersheds with approved TMDLs may be found at http://www.deq.mt.gov/wqinfo/TMDL/finalReports.asp .

- Watershed Restoration Plans (WRPs) must meet the requirements contained in Section 3.1.4 of the 2007 "Montana Nonpoint Source Management Plan." A copy of the 2007 Plan may be found at http://www.deq.mt.gov/wqinfo/nonpoint/2007NONPOINTPLAN/Final/NPSPlan.pdf .

- WRPs must include the nine minimum elements required by EPA for 319-funded "Watershed Plans." The nine minimum elements are as follows:

    1) Identification of causes of impairment and pollutant sources or groups of similar sources that need to be controlled to achieve needed load reductions, and any other goals identified in the watershed plan. Sources that need to be controlled should be identified at the significant subcategory level along with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).
    2) An estimate of the load reductions expected from management measures.

3) A description of the nonpoint source management measures that will need to be implemented to achieve load reductions in paragraph 2, and a description of the critical areas in which those measures will be needed to implement this plan.
4) Estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon to implement this plan.
5) An information and education component used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the nonpoint source management measures that will be implemented.
6) Schedule for implementing the nonpoint source management measures identified in this plan that is reasonably expeditious.
7) A description of interim measurable milestones for determining whether nonpoint source management measures or other control actions are being implemented.
8) A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made toward attaining water quality standards.
9) A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item h immediately above.

These nine minimum elements are described in greater detail on pages "2-14" through "2-18" of the March 2008 edition of EPA's "Handbook for Developing Watershed Plans to Restore and Protect Our Watersheds." A copy of the Handbook may be downloaded from the following website: http://www.epa.gov/owow/nps/watershed_handbook/ .

- Copies of the 303(d) lists may be viewed or downloaded from the following website: www.cwaic.mt.gov

3.2 Tier I Watershed Restoration Projects

Tier I projects must be tailored to watershed group capacity building and/or the development of a WRP. Tier I project grants will have a 2-year lifespan, and will be awarded for $20,000 - $30,000. DEQ will allocate a maximum total of $100,000 for Tier I Watershed Restoration Projects, with the intent to fund 3 to 5 grants. Priority ranking for Tier I Watershed Restoration Projects will be as follows:

Top Priority projects will be those that result in the creation of a WRP for a watershed with an approved TMDL. The project proposal should include a well-crafted methodology for identifying potential stakeholders within the watershed and encouraging and facilitating their participation in the creation of the WRP.

Letters of support must accompany the final proposal, and should demonstrate a significant level of wide-spread stakeholder interest in restoring and protecting water quality within the watershed. The project proposal should also contain a clear methodology for using the WRP to help further efforts to meet TMDL goals.

Other Projects will be those designed to build the capacity of local watershed groups to implement existing TMDLs. Planned projects may include, but are not limited to, supporting watershed restoration training for watershed group members, identifying and organizing volunteers, organizing and sponsoring local water quality monitoring efforts, and collecting background, baseline, and other data on water quality in support of TMDL implementation efforts. You must demonstrate a clear link between the project goals/products, and an increase in the capacity of the local watershed group(s) to implement an existing TMDL. Explain how your proposed project will train and mobilize previously untapped sectors of the watershed community. Projects should focus on producing the most critically needed skills and attitudes for implementing an existing TMDL.

3.3 Tier II Watershed Restoration Projects

Tier II projects must implement approved TMDLs or address probable causes of impairment in a 303(d)-listed, impaired waterbody. Tier II project grants will have a 3-year lifespan, and will generally be awarded for $75,000 - $150,000. Priority ranking for Tier II Watershed Restoration Projects will be as follows:

Top Priority projects must implement approved TMDLs. They must also include the creation of a WRP if one does not already exist for the watershed. Top priority will be given to projects that make significant, quantifiable progress towards reducing pollutant loads in support of an approved TMDL. The project proposal must identify key stakeholders that will be involved. Letters of support must accompany the final proposal. Letters of support should demonstrate significant stakeholder interest in the project, and a willingness to commit time and/or resources towards its completion. The proposal must include a plan facilitating and encouraging stakeholder participation in drafting and implementing the WRP. A maximum of $30,000 per grant will be available for creating a WRP. The remainder of the requested grant funds must be used for WRP/TMDL implementation.

Other Projects will be those designed to either a) directly implement projects and plans identified in an approved TMDL, or b) address one or more of the probable causes of impairment in a 303(d)-listed, impaired waterbody. Preference will be given to projects implementing approved TMDLs. Preference will also be given to projects that make significant, quantifiable progress towards reducing pollutant loads. Letters of support must accompany the final proposal. Letters of support must show strong stakeholder support for project completion. Consideration will be given to letters of support that include commitments of time and/or resources by stakeholders.

3.4 Application Outline for Tier I and Tier II Watershed Restoration Projects

The grant application must be submitted using the outline below.

- Section I NPS Grant Application Summary Form
- Section II Background Information
  - A. Introduction
  - B. Statement of Need and Intent
  - C. Collaborative Effort
  - D. Project Planning and Management
- Section III Project Components
  - A. Reporting Requirements
  - B. E & O Component
  - C. Watershed Activity Component
    1) Tier I – WRP/Capacity Building Component
    2) Tier II – WRP/Project Implementation Component
  - D. Operation and Maintenance Component
  - E. Monitoring Component
- Section IV Scope of Work
- Section V Support Documents
  - A. Project Milestone Table
  - B. Project Detail Budget Table
  - C. Project Map
  - D. Letters of Support

3.4.1 "Section I – NPS Grant Application Summary Form"

The top page of the application will be the NPS Grant Application Summary Form. It should be completed to the best of the applicant's ability for the draft submission. DEQ Staff is available to assist in completing the form. Final Applications must have the entire NPS Grant Application Summary Form completed and signed by the authorized agent of the sponsoring organization. All signatures must be original and in BLUE ink for Final Applications on hard copies.

The NPS Grant Application Summary Form is attached to this document as **Attachment B**. The form is also available electronically and includes drop down menus to assist in completion. Please contact Rob Rung at 406-444-6756 or rrung@mt.gov for the electronic version of the form.

3.4.2 "Section II – Background Information"

Section II should be kept to one page or less.

"A. Introduction"

Provide a brief (one or two paragraph) description of the proposed project and the sponsoring organization.

"B. Statement of Need and Intent"

Clearly state the purposes or objectives that this project will fulfill. Include any applicable background or historical information. Include references to goals and information in TMDLs, the 2007 Montana Nonpoint Source Management Plan, locally-developed watershed restoration plans, and 303(d) lists as applicable. Include references to, and summaries of background water quality data. Identify known water quality issues/needs within the project area (including lack of information if applicable). Identify which of these issues/needs the project will address. The proposed project must implement and support the 2007 Montana Nonpoint Source Management Plan. Make this connection obvious. Also, be brief, but be thorough.

"C. Collaborative Effort"

In this section, document the collaborative efforts under which the project proposal was developed. Include a list of the organizations that would most logically be involved in a comprehensive, coordinated effort to complete the project. Describe the sources of technical and financial assistance needed and/or authorities that will be relied upon to develop and implement the various tasks in the proposed project. Provide information and examples that show that the project sponsor has the technical and financial ability to manage the proposed project. Also, show that you have reached out to all relevant Federal, State, local and private sources of funding/resources that may be available to assist you in completing your project. As appropriate, reference the letters of support contained in Appendix D.

"D. Project Planning and Management"

The application should show that the project efficiently and effectively achieves Montana's NPS goals. This section will include an analysis of how the responsible parties were selected and the costs were calculated for each section. Costs for subcontractors, in-kind support efforts, and other funding sources must also be included. The application should detail what level of overall project funding will be from 319 funds and how the applicant determined the amount. Describe the products that will be delivered to the DEQ at the completion of each task (outputs). Show that consideration was given to the costs of reporting,

method of delivery of products to DEQ and efficient use of 319 funds. Applications should detail how the project will maintain all documentation and reporting on performance measures / environmental benefits.

When preparing the application, it is imperative that organizations detail an analysis of how costs are calculated, when contracted help (subcontractors) will be utilized and how reporting / products will be conveyed to DEQ.

3.4.3 "Section III – Project Components"

"A. Reporting Requirements"

All applications must include a narrative explaining how reporting requirements will be met. The reporting requirements are:

- Submit quarterly (minimum) status reports. The status reports must be submitted each time you submit a request for payment, or on a quarterly basis (whichever is more frequent).
- Submit annual report(s). Annual reports are progress based covering a specified time period.
- Submit a final report. The final report will consist of a document that will act as a "stand alone" report for the entire project. Parties unfamiliar with the project must be able to read the report and have a clear understanding of the project from inception to completion. As applicable, the final report must include copies of all collected data, copies of all produced documents, photo documentation, an analysis of accomplishments, a description of any obstacles encountered, recommendations for future projects, a complete fiscal breakdown of the overall project budget, including a complete fiscal breakdown of how 319 funds were expended.
- Data reports. All data collected, compiled or analyzed as a part of the project must be submitted to DEQ.
- All reports must be submitted in electronic as well as hardcopy format, for inclusion in DEQ's Grant Reporting and Tracking System (GRTS) database.
- As a part of an EPA National Mandate, all projects involving "on-the-ground" activities that address nitrogen, phosphorous and sediment must have load reductions calculated prior to commencement of activities. In addition, you will be responsible for providing yearly data, as directed by DEQ, for monitoring cumulative pollutant reductions. (See "E. Monitoring Component".)

"B. E & O Component"

All projects must include an Education and Outreach (E&O) component. The E&O component should identify the target audience, information to be disseminated, method of delivery, and method of monitoring the E&O effort to

evaluate effectiveness. Please bear in mind the following when designing the E&O component of your project:

- The E&O component will be required as a specific line item within the Scope of Work (SOW). The specific line item can be included at either the "objective" or "task" level.
- DEQ will limit the percent of 319 water quality restoration funds that can be allocated towards E&O to 10% of the total 319 funds requested for each grant. The cost cap only applies to the 319 funds requested. Applicants can obligate greater amounts of funds for their E&O activities from other funding sources in order to meet the match requirements. For the purposes of this application, creation of a WRP will not be considered an E&O project (i.e. the 10% E&O cap will not be used to prevent the expenditure of available funds for the creation of a WRP). On the other hand, efforts to disseminate an existing WRP would be considered an E&O project.
- Applicants must justify the costs associated with E&O activities. Justification must be based on the activities' benefit to the project and positive influence towards improving water quality.

"C. Watershed Activity Component"

Provide the information under "1)" or "2)", depending upon the nature of your proposed project.

"1) Tier I – WRP/Capacity Building Component"

Proposals for "Top Priority" projects: Briefly outline your plan for creating a Watershed Restoration Plan (WRP) for a watershed with an existing, approved TMDL. Add to it a well-crafted methodology for identifying potential stakeholders within the watershed and encouraging and facilitating their participation in the creation of the WRP. Also, add a clear methodology for using the WRP to help further efforts to meet TMDL goals.

Proposals for "Other Projects": Outline your plan for building the capacity of your local watershed group to implement existing TMDL(s). Planned projects may include, but are not limited to, supporting watershed restoration training for watershed group members, identifying and organizing volunteers, organizing and sponsoring local water quality monitoring efforts, and collecting background, baseline, and other data on water quality in support of TMDL implementation efforts. Demonstrate a clear link between the project goals/products, and an increase in the capacity of the local watershed group to implement an existing TMDL. Explain how your proposed project will train and mobilize previously untapped sectors of the watershed community. Projects should focus on producing the most critically needed skills and attitudes for implementing an existing TMDL.

"2) Tier II – WRP/Project Implementation Component"

All Top Priority project proposals must include a narrative explaining how the requirement to have a Watershed Restoration Plan (WRP) will be met. The WRP requirement is as follows:

- The grant applicant must have an existing WRP that contains EPA's nine minimum elements for a watershed plan; *or*,
- The project proposal must include creation of a WRP (containing EPA's nine minimum elements for a watershed plan) as a line item in the Scope of Work.
- A copy of the WRP must be submitted to DEQ in both electronic and hard copy format. DEQ will review the WRP to ensure that it meets EPA's nine minimum elements, and require changes as necessary.

The narrative must include a plan facilitating and encouraging stakeholder participation in drafting the WRP (if a WRP is not already in existence). A maximum of $30,000 per grant will be available for creating a WRP. The remainder of the requested grant funds must be used for WRP/TMDL implementation.

All "Top Priority" and "Other" project proposals must contain a brief narrative describing the planned implementation project (further details will be spelled out in the Scope of Work). This narrative must explain how the project will implement part of a WRP, directly implement part of a TMDL, and/or address one or more of the probable causes of impairment in a 303(d)-listed, impaired waterbody. The narrative must identify the specific responsibilities of key stakeholders in the completion of the project. The narrative must also identify any permits, permissions, or authorities that will need to be obtained in order to complete the project (e.g. 310 permit, permission to access land, other?). Finally, the narrative should provide a quantifiable estimate of the overall effects that the project will have on pollutant loads and/or other water quality impairments.

"D. Operation and Maintenance Component"

An Operation and Maintenance component is only necessary (applicable) if the proposed project will include the installation of on-the-ground practices. Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, damage repair, or replacement of the practice to its original condition if one or more components fail. DEQ and EPA reserve the right to inspect any project funded in part (either direct 319 funds or as cost share funds for 319 projects) or in total by 319 funds for conformance to operation and maintenance condition for the life span of the practice. If an applicant fails to properly operate and maintain

the practice, DEQ and EPA reserve the right to demand a refund of 319 funds expended to implement the practice.

Applicants proposing on-the-ground activities must provide a detailed plan for the operation and maintenance of each implemented practice. For each practice, the plan must include the following:

- A reasonable, expected life span for the practice. (Note: the life span must be determined by mutual agreement and definition between the applicant and DEQ, and shall be based on similar projects and programs.)
- A description of how the practice will be operated and maintained to ensure that it remains functional for the duration of its intended lifespan.
- The name, phone number, and address of the person that DEQ and EPA will need to notify in order to inspect the practice.

"E. Monitoring Component"

"Monitoring" includes all data collection and analysis activities conducted as part of the proposed 319 grant project. NOTE: Not all projects will have a monitoring component. Those that do must follow the guidance below.

Monitoring the effectiveness of watershed restoration efforts is challenging--both because the definition of success can be elusive and the time-scale of recovery varies with type of impairment. Another problem is that post-restoration recovery is somewhat driven by climate. This is especially true of stream channel restoration where channel response is a function of the post-restoration sequence of flows near and above bank-full flows. This means that it is very difficult, even with a good monitoring effort, to evaluate restoration success within the time-frame of the 319 grant. Climate-driven lag between implementation of restoration and recovery may also be a problem for monitoring physical water quality improvement (e.g. bugs, sediment loads). Therefore, *the purpose of the monitoring component must be to establish the framework for longer-term restoration monitoring.* All applications proposing "on-the-ground" projects must include a narrative explaining how the following monitoring requirements will be met:

1. Documentation of the "before" conditions (GPS located photos in leaf-off conditions, cross-sections and channel profiles, narrative descriptions of site conditions, etc.).
2. Documentation of "post-implementation" conditions (same as above).
3. A narrative description of the overall project and the quantifiable gains you hope it will achieve.
4. Signed landowner agreements allowing DEQ to have periodic access to the site for continued monitoring. Access would be conditioned on DEQ notifying the landowner in advance, inviting the landowner to be present during all monitoring, and providing the landowner with copies of all

data/photos/etc obtained during the monitoring event. At a minimum, the agreements must allow yearly access for 10 years or the life of the project (whichever is greater), as well as access associated with channel-forming high water events.

Additionally, the narrative must describe how, when and why data will be collected and reported. It must identify the organization(s) responsible for project evaluation and specify how the information from the data analysis will be shared and utilized for future projects. The narrative should describe how the data will be conveyed to DEQ so that it can be input into the STORET database system and GRTS database.

The following procedural requirements also apply to the monitoring component:

- Monitoring must be included in the SOW as a separate line item for the project at either goal, objective or task level.
- Prior to project implementation, the grantee must submit a Sampling Analysis Plan (SAP) to DEQ for approval. The SAP must be submitted in both hard copy and electronic format, and must include a signature block for the DEQ project officer. Project implementation may not begin until DEQ has provided the grantee with written approval of the SAP. For assistance on SAP development, please contact Mark Bostrom, DEQ QA Officer at 406-444-2680 or via email at mbostrom@mt.gov. (Note: the SAP does not need to be submitted with the grant application.)
- In order to improve State and public access to water quality data, all in-stream water quality monitoring data collected pursuant to the implementation of a Section 319 project, must be included in STORET. Therefore, the water quality monitoring data must conform to a specific format for direct import using the STORET Import Module (SIM). SIM compatible Electronic Data Deliverable (EDD) file specifications are detailed on the web at http://www.deq.state.mt.us/wqinfo/datamgmt/STORET_SIM_Support.asp. Questions regarding the SIM compatible format can be directed to Jolene McQuillan of the Data Management Section, (406) 444-5304 or jmcquillan@mt.gov for further consultation.
- Monitoring must be consistent with the State's EPA-approved Quality Assurance Project Plan (QAPP). All appropriate standard operating procedures (SOPs) should be consistent with the SOP manual accompanying the QAPP. However, the application may describe an alternative approach that includes a schedule to develop the appropriate procedure as more information becomes available.
- In some rare cases, the complex or unique nature of a proposed monitoring effort may necessitate creation of a project-specific QAPP. DEQ reserves the right to require the creation and implementation of a QAPP. Specific guidelines on writing a QAPP are provided on EPA's Web site at http://www.epa.gov/volunteer/qappcovr.htm. Specifically,

Attachment I contains a QAPP form / outline that can be filled out and submitted to the project officer that will usually suffice to meet this requirement.

- Results from the data analysis should be used to evaluate progress, determine if changes in project/monitoring design need to be considered, and provide a preliminary assessment of overall project success.

A word of caution: Applicants should consider the monitoring component and associated reporting requirements when calculating task costs.

3.4.4 "Section IV – Scope of Work"

Provide a detailed Scope of Work (SOW) for your entire project. The SOW will consist of Goals, Objectives, Tasks**,** and Responsible parties, Timelines, Costs and Deliverables. A SOW must contain a minimum of one goal, one objective, and one task. Use the following outline to create the SOW:

Goal 1,
Objective 1,
Task 1

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES): .

Task 2

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES): .

Goal 2,
Objective **2**,
Task **3 (etc.)**

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES):

Goal **X**,
Objective **Y**,
Task **Z +1**

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES): .

All goals, objectives and tasks must be numbered sequentially throughout the SOW. An example is Goal 1, Objective 1, Tasks 1 – 4, Goal 2, Objective 2, Tasks 5 –7. This way, there will not be any confusion as to when a goal, objective or task is being referenced. Administrative Costs and / or Fees must be listed as a separate task within the plan.

The tasks and activities should be logically presented, and the responsible entities and their contributions clearly delineated. An ideal number of tasks to be included in a SOW would range from four to eight (this includes a task for project administration and / or administrative costs). Applications will not be discounted for containing less than four tasks or more than eight tasks.

The application should contain a description of the project that provides a clear picture of the extent and type of work to be accomplished. A detailed design is not necessary, but the description should be adequate to enable proposal reviewers to understand the level of anticipated results and likelihood of achieving these results.

When assembling the SOW, please remember that a task or series of tasks must be completed to meet an objective. For each objective being met, the plan moves closer to achieving the stated goal(s).

An example SOW for a Watershed Restoration Project may be found in Attachment D.

If you have questions, contact Rob Rung, DEQ Contract / Grants Officer at 406-444-6756 or rrung@mt.gov.

3.4.5 "Section V – Support Documents"

"A. Project Milestone Table"

A milestone table provides an "at-a-glance" view of how a project will progress. The project milestone table should be referenced in the narrative and included as a support document. An example milestone table is found in this document as Attachment G.

"B. Project Detail Budget Table"

All of the project budget information must be placed into a Project Detail Budget Table. The Table provides a summary of project budgets and the sources of funds. The project budget table should be referenced in the narrative and included as a support document. The dollar figures utilized in the SOW must be consistent with the budget table and totals on the Project Summary Sheet. An example budget table is found in this document as Attachment H.

"C. Project Map"

Provide map(s) showing location and size of project activities and / or aquifer. Maps must detail project location by section / township / range and when appropriate longitude and latitude. Appropriate information incorporated on the map may include, when necessary: land uses, land ownership, project location and important water resources (including major wetlands). Also, provide information on locations of present, past and future sampling sites, sources of problems or critical areas, and other pertinent information such as wells, natural springs, and point sources.

"D. Letters of Support"

Support from the local stakeholders is a key element in the success of a project. Draft applications must contain a list of stakeholders from whom you intend to seek letters of support for your project. Final applications must be accompanied by at least three letters of support. If your project calls for on-the-ground work on specific landowners' property, you must include letters of support from each of these landowners. Applicants are encouraged to submit more than three letters of support where possible. Letters should demonstrate a broad base of stakeholder support. DEQ requires a listing of all letters of support in a table format. The table can be included as part of the narrative or in the support pages. A sample table is included in this document as Attachment C.

4.0 Specific Criteria for Ground Water Protection / Restoration Projects

4.1 General Information

Applications for Ground Water Protection / Restoration Projects must follow the general application requirements (refer to **Section 1.0**). They must also contain the specific requirements for this category as detailed below. All applications must address NPS impacts to ground water in order to qualify for funding in this category.

Applications in each Tier receiving a designation as Top Priority projects will receive first consideration for funding during the evaluation process. Applications

in each Tier not receiving a designation as Top Priority projects will receive consideration for funding if funds remain after all top priority projects have been considered. Funding will be capped in each Tier as detailed in **Figure 1** in **Section 1.0**.

4.2 Tier I and Tier II Descriptions and Priority Levels

Tier I, *TOP PRIORITY* projects will be those that result in the completion and/or implementation of a MDEQ-approved, Source Water Protection Plan (SWPP), for a ground-water source Public Water Supply having a high or very high susceptibility rating for one or more significant potential contaminant sources. Source Water Delineation and Assessment Reports (SWDARs) for public water supplies can be located on the web at http://nris.state.mt.us/wis/swap/swapquery.asp.

Tier II, *TOP PRIORITY* will be those that carry out ground-water quality recommendations from initiated and/or completed TMDLs. The watersheds with MDEQ approved TMDLs are shown in "Attachment I" of this document. A list of these plans is available at: http://www.deq.state.mt.us/wqinfo/TMDL/finalReports.asp.

***OTHER PROJECTS* for Tier I and Tier II** should accomplish restoration and/or protection measures for waters impaired by pollutants from NPS, as identified in Board of Environmental Review approved Water Quality Protection District plans, or other agency, municipality or stakeholder approved water quality restoration plans having been reviewed by the DEQ (i.e. Natural Resource Conservation Service NRCS approved watershed plans, Conservation District Watershed plans, etc.).

4.3 Application Outline for Ground-Water Protection / Restoration Projects

The grant application must be submitted using the outline below.

Section I NPS Grant Application Summary Form
Section II Background Information
- A. Introduction
- B. Statement of Need and Intent
- C. Collaborative Effort
- D. Project Planning and Management

Section III Project Components
- A. Reporting Requirements
- B. E & O Component
- C. Aquifer Relationship to Surface Water
- D. Ground-Water Protection / Restoration Projects
- E. Operation and Maintenance Component
- F. Monitoring Component

Section IV Scope of Work (SOW)
Section V Support Documents
A. Project Milestone Table
B. Project Budget Table
C. Project Map
D. Letters of Support

4.3.1 "Section I - NPS Grant Application Summary Form"

The top page of the application will be the NPS Grant Application Summary Form. It should be completed to the best of the applicant's ability for the draft submission. DEQ Staff is available to assist in completing the form. Final Applications must have the entire NPS Grant Application Summary Form completed and signed by the authorized agent of the sponsoring organization. All signatures must be original and in BLUE ink for Final Applications on hard copies.

The NPS Grant Application Summary Form is attached to this document as **Attachment B**. The form is also available electronically and includes drop down menus to assist in completion. Please contact Rob Rung at 406-444-6756 or rrung@mt.gov for the electronic version of the form.

4.3.2 "Section II – Background Information"

"A. Introduction"

All applications must have a brief introduction of the overall project and the sponsoring organization. The proposed project must implement and support Montana's 2007 NPS Management Plan. **The application should state how the project will accomplish priority actions under the NPS Plan, (NPS Section 5.1),**
(http://www.deq.state.mt.us/wqinfo/nonpoint/NonpointPlan.asp)

"B. Statement of Need and Intent"

The project application must clearly describe a ground water quality protection / restoration plan activity and / or a NPS program need and the project's resulting benefit. Prevention of pollution in impacted or threatened waters is considered a benefit. The statement of need must detail the project area, identify water quality issues of the project area (including lack of information), explain how the project will benefit the State of Montana, and, in particular, explain how ground-water quality restoration will help achieve water quality standards in the watershed area or source waters for a public water supply.

The Statement of Need and Intent must contain the overall expected outcomes of the project. **Outcomes** are the results or consequences of carrying out the

proposed actions in the application (such as goals and objectives). **Outcomes** are measurable quantitative results of the work of the grant (e.g. meet water quality standards or reduce ground-water nitrate concentration).

"*C. Collaborative Effort"*

Applicants must document in this section how the project proposal was developed and will be carried out under a collaborative effort. Applications need to address other relevant Federal, State, local and private funds and resources that may be available to assist in implementing the effort. Applications must show that the project has reached out to all applicable sources of funding and assistance for successful project completion. Include the organizations that would most logically be involved in a comprehensive coordinated effort. Describe the sources of technical and financial assistance needed and / or authorities that will be relied upon to develop and / or implement this plan. Demonstrate that the project sponsor has the technical and financial ability to manage the proposed project.

Letters of Support - Support from the local stakeholders is a key element in the success of a project. Applicants are required to provide a minimum of three letters of support from local stakeholders for the project grant application. Applicants are encouraged to submit more than three letters of support if possible. All letters of support must be described within this subsection, and must show a broad base of support for the application.

"D. Project Planning and Management"

The application should show that the project efficiently and effectively achieves Montana's NPS goals. This section will include an analysis of how the responsible parties were selected and the costs were calculated for each section. Costs for subcontractors, in-kind support efforts, and other funding sources must also be included. The application should detail what level of overall project funding will be from 319 funds and how the applicant determined the amount. Describe the products that will be delivered to the DEQ at the completion of each task (outputs). Show that consideration was given to the costs of reporting, method of delivery of products to DEQ and efficient use of 319 funds. Applications should detail how the project will maintain all documentation and reporting on performance measures / environmental benefits.

When preparing the application, it is imperative that organizations detail an analysis of how costs are calculated, when contracted help (subcontractors) will be utilized and how reporting / products will be conveyed to DEQ.

4.3.3 "Section III – Project Components"

"A. Reporting Requirements"

This subsection must detail in what format and how products will be delivered to DEQ. All status, annual, and final reports will be submitted in electronic as well as hardcopy format, for inclusion in the (GRTS). Reports consisting of the compilation and / or analysis of existing data will also be submitted in electronic format, for inclusion in GRTS.

All applications must include a narrative on how reporting requirements will be achieved. The reporting requirements for all projects will include submission of status reports, annual, and final reports for the project. Status reports are to be submitted with billing requests and should detail the work that the grantee is requesting reimbursement for. Annual reports are also required that will detail project expenses and accomplishments. The final report will consist of a document that will act as a "stand alone" report for the entire project. Parties unfamiliar with the project must be able to read the final report and have a clear understanding of the project from inception to completion, including data collection, photo documentation, analysis of accomplishments, description of any obstacles encountered, recommendations for future projects, and a complete fiscal breakdown of the overall project budget and how 319 funds were expended.

Additional reporting requirements must be included in the SOW for all Ground-Water Restoration projects. Restoration projects must report all data compiled and / or collected as a result of the project. EPA's 319 national guidance requires that all projects involving "on-the-ground" activities that address nitrogen, phosphorous or sediment must estimate pollutant load reductions. Restoration projects must report "load reductions for nutrients and / or sediment by identification of [BMP] or method utilized to reduce the pollutant." When a BMP is implemented, the project sponsor must establish load reductions utilizing either a model or monitoring techniques to establish the reduction. In other words, a project utilizing BMPs to reduce nutrients and / or sediment must report on how successful the project was in reductions in those pollutant loads. This data must be included in GRTS and will be input into the database by DEQ.

In order to improve State and public access to water quality data, all in-stream water quality monitoring data for water resources collected pursuant to the implementation of a Section 319 project, must be included in STORET. The water quality monitoring data therefore must conform to a specific format for direct import using the (SIM). SIM compatible (EDD) file specifications are detailed on the web at http://www.deq.state.mt.us/wqinfo/datamgmt/STORET_SIM_Support.asp . Questions regarding the SIM compatible format can be directed to Jolene

McQuillan of the **Data Management Section**, (406) 444-5304 or jmcquillan@mt.gov for further consultation.

Applicants must incorporate the reporting requirements as tasks and describe the products. Applicants should consider the reporting and delivery requirements associated with providing products to DEQ for input to STORET and GRTS when calculating the costs of the task. The line item(s) can be either objective or task level. A restoration project may take several tasks for reporting requirements completion but should be limited to within one goal or one objective level of the SOW.

"B. E &O Component"

Applications for ground water restoration projects must contain an (E&O) component. This component should be a subcategory within the Introduction. DEQ will limit the percent of 319 funds that can be allocated towards E&O to 10% of the total 319 funds requested. Applicants must be able to justify the costs associated with E&O activities and the benefit to the project and ultimately improved water quality. The cost cap only applies to the 319 funds requested; applicants can obligate greater amounts of funds for their E&O activities from other funding sources to utilize towards the match requirements.

The E&O component should identify the target audience, information to be disseminated, method of delivery, and method of monitoring to evaluate effectiveness. The E&O component must be detailed as a specific line item within the SOW and have reasonable associated costs. The specific line item can be either objective or task level.

"C. Aquifer Relationship to Surface Water"

Describe ground water / surface water interaction in the project area. When data are limited, grant applicants may hypothesize what the ground water connection is to surface water quality. Alternatively, if the proposed 319 Ground Water Protection / Restoration project targets a public water supply, the health effect(s) of the identified potential contaminants must be discussed. Applicants are encouraged to consult with hydrogeologists who may be familiar with existing conditions in the area (e.g. staff from DNRC Water Resources Division, DEQ, Montana Bureau of Mines and Geology, Montana State University, and University of Montana.) Applicants should consult with the appropriate DNRC Regional Office to determine whether or not a water right permit will be necessary for the proposed project.

Provide general information on the aquifer region being studied, such as land ownership, land use, soils, and pertinent regional geology. Describe the aquifer's designated use classification, and discuss to what extent the designated uses of the water resource are being met. All projects must include geo-locational

information (section, township, range), time of year and project duration information (DEQ prefers a preliminary draft design to be submitted with the projects description).

Provide information regarding the ground water resource that will further aid in understanding the project and how it relates to a restoration or protection strategy. Examples are: document the use of the ground water system being studied as a drinking water supply, discuss the impact of ground-water quality on the consumers, or speculate on the consequences if the situation or problem is not addressed.

"D. Ground-Water Protection / Restoration Components"

The DEQ will support high quality 319 Ground Water Restoration grant proposals for all areas of the state. All applications MUST include the planning and/or implementation of a ground water protection or restoration strategy. Projects with initial planning efforts are sought, such as proposals that carry out ground-water quality recommendations from initiated and/or completed TMDLs, or proposals that propose to complete and/or implement DEQ approved (SWPPs). Ground water protection / restoration grant applications that propose to address DEQ's statewide NPS ground-water quality restoration goals are also encouraged. Grant applications should detail priorities contained within a protection or restoration plan and explain how their application will continue and / or initiate the desired course of action described within the plan. As more emphasis is being placed on interrelated ground and surface water quality effects in areas of rapid population growth (e.g. impairments from decentralized on-site waste water treatment systems and storm water runoff), it is hoped that innovative 319 project ideas will be initiated. Examples include the creation of septic system maintenance districts, and, where possible, the conversion from individual septic systems to community treatment systems employing technologies such as tertiary waste water treatment by constructed wetlands and other Low Impact Development Concepts (LID).

Ground water restoration and implementation activities could include tasks such as: 1) development of a SWPP; 2) SWPP implementation, including measurable ground water protection activities; 3) Sampling Analysis Plan (SAP) development and field monitoring and / or modeling; 4) post implementation monitoring to gage SWPP implementation effectiveness; 5) community education and outreach; 6) project coordination; and 7) grant administration.

"E. Operation and Maintenance Component"

Applications containing implementation activities must provide a detailed plan for operation and maintenance of any implemented management practices. The plan must ensure the project is properly operated and maintained for the life span of the practice. Operation includes the administration, management, and

performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, damage repair, or replacement of the practice to its original condition if one or more components fail. DEQ and EPA reserve the right to inspect any project funded in part (either direct 319 funds or as cost share funds for 319 projects) or in total by 319 funds for conformance to operation and maintenance condition for the life span of the practice. The life span shall be determined by mutual agreement and definition between the applicant and DEQ based on similar projects and programs. If an applicant fails to properly operate and maintain the practice, DEQ and EPA reserve the right to demand a refund of 319 funds expended to implement the practice.

"F. Monitoring Component"

"Monitoring" includes all data collection and analysis activities conducted as part of the proposed 319 grant project. NOTE: Not all projects will have a monitoring component. Those that do must follow the guidance below.

All applications must include a narrative description of monitoring activities associated with the project. The narrative must describe how, when and why data will be collected and reported. It must identify the organization(s) responsible for project evaluation and specify how the information from the data analysis will be shared and utilized for future projects. The narrative must describe how the data will be conveyed to DEQ so that it can be input into the STORET database system and GRTS database.

Please bear in mind the following procedural requirements:

- Monitoring must be included in the SOW as a separate line item for the project at either goal, objective or task level.
- Prior to project implementation, the grantee must submit a Sampling Analysis Plan (SAP) to DEQ for approval. The SAP must be submitted in both hard copy and electronic format, and must include a signature block for the DEQ project officer. Project implementation may not begin until DEQ has provided the grantee with written approval of the SAP. For assistance on SAP development, please contact Mark Bostrom, DEQ QA Officer at 406-444-2680 or via email at mbostrom@mt.gov. (Note: the SAP does not need to be submitted with the grant application.)
- In order to improve State and public access to water quality data, all in-stream water quality monitoring data collected pursuant to the implementation of a Section 319 project, must be included in STORET. Therefore, the water quality monitoring data must conform to a specific format for direct import using the STORET Import Module (SIM). SIM compatible Electronic Data Deliverable (EDD) file specifications are detailed on the web at http://www.deq.state.mt.us/wqinfo/datamgmt/STORET_SIM_Support.asp.

Questions regarding the SIM compatible format can be directed to Jolene McQuillan of the Data Management Section, (406) 444-5304 or jmcquillan@mt.gov for further consultation.

- Monitoring must be consistent with the State's EPA-approved Quality Assurance Project Plan (QAPP). All appropriate standard operating procedures (SOPs) should be consistent with the SOP manual accompanying the QAPP. However, the application may describe an alternative approach that includes a schedule to develop the appropriate procedure as more information becomes available.
- In some rare cases, the complex or unique nature of a proposed monitoring effort may necessitate creation of a project-specific QAPP. DEQ reserves the right to require the creation and implementation of a QAPP. Specific guidelines on writing a QAPP are provided on EPA's Web site at http://www.epa.gov/volunteer/qappcovr.htm. Specifically, Attachment I contains a QAPP form / outline that can be filled out and submitted to the project officer that will usually suffice to meet this requirement.
- Results from the data analysis should be used to evaluate progress, determine if changes in project/monitoring design need to be considered, and provide a preliminary assessment of overall project success.

A word of caution: Applicants should consider the monitoring component and associated reporting requirements when calculating task costs.

4.3.4 "Section IV – Scope of Work (SOW)"

Provide a detailed Scope of Work (SOW) for your entire project. The SOW will consist of Goals, Objectives, Tasks**,** and Responsible parties, Timelines, Costs and Deliverables. A SOW must contain a minimum of one goal, one objective, and one task. Use the following outline to create the SOW:

Goal 1,
Objective 1,
Task 1

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES): .

Task 2

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES): .

Goal 2,
Objective **2**,
Task **3 (etc.)**

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES):

Goal **X**,
Objective **Y**,
Task **Z +1**

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES): .

All goals, objectives and tasks must be numbered sequentially throughout the SOW. An example is Goal 1, Objective 1, Tasks 1 – 4, Goal 2, Objective 2, Tasks 5 –7. This way, there will not be any confusion as to when a goal, objective or task is being referenced. Administrative Costs and / or Fees must be listed as a separate task within the plan.

Task descriptions in the application MUST detail how the task will be accomplished. Immediately after this task description, the following must be listed:

Responsible Party
319 Cost
Match Cost Share, Source and Status (secured or intent)
Output(s)/Deliverable(s)

The tasks and activities should be logically presented, and the responsible entities and their contributions clearly delineated. An ideal number of tasks to be included in a SOW would range from four to eight (this includes a task for project administration and/or administrative costs). Applications will not be penalized for containing less than four tasks or more than eight tasks.

The application should contain a description of the project that provides a clear picture of the extent and type of work to be accomplished. A detailed design is not necessary, but the description should be adequate to enable proposal reviewers to understand the level of anticipated results and likelihood of achieving these results.

When assembling the SOW, please remember that a task or series of tasks must be completed to meet an objective. For each objective being met, the plan moves closer to achieving the stated project outcome(s).

An example SOW for a Ground-Water Restoration project is found in **Attachment E**. If you have questions, contact Rob Rung, DEQ Contract / Grants Officer at 406-444-6756 or rrung@mt.gov.

4.3.5 "Section V – Support Documents"

The grant application must also have the support documents described below.

"A. Project Milestone Table"

A milestone table provides the best method to demonstrate how a project will progress at a glance. The project milestone table should be referenced in the narrative and included as a support document. An example milestone table is found in this document as **Attachment G**.

"B. Project Budget Table"

A Project Detail Budget Table provides the best format for providing the required budget information. The budget table provides a summary of project budgets and the sources of funds. The project budget table should be referenced in the narrative and included as a support document. The dollar figures utilized in the SOW must be consistent with the budget table and totals on the Project Summary Sheet. An example budget table is found in this document as **Attachment H.**

"C. Project Map"

Provide map(s) showing location and size of project activities and / or aquifer. Maps must detail project location by section / township / range and when appropriate longitude and latitude. Appropriate information incorporated on the map may include, when necessary: land uses, land ownership, project location and important water resources (including major wetlands). Also, provide information on locations of present, past and future sampling sites, sources of problems or critical areas, and other pertinent information such as wells, natural springs, and point sources.

"D. Letters of Support"

Support from the local stakeholders is a key element in the success of a project. Draft applications must contain a list of stakeholders from whom you intend to seek letters of support for your project. Final applications must be accompanied by at least three letters of support. If your project calls for on-the-ground work on

specific landowners' property, you must include letters of support from each of these landowners. Applicants are encouraged to submit more than three letters of support where possible. Letters should demonstrate a broad base of stakeholder support. DEQ requires a listing of all letters of support in a table format. The table can be included as part of the narrative or in the support pages. A sample table is included in this document as Attachment C.

5.0 Specific Criteria for Education & Outreach Projects

Applications for E&O projects must contain the specific information and adhere to the requirements detailed below. All applications must address (E&O) activities related to statewide watershed or NPS water quality impacts in order to qualify for funding in this category.

E & O applications will be accepted in two tiers for watershed or statewide projects. **Tier I** is capped at $25,000 and is designated for Mini-Grants. Applications for this Tier will NOT be accepted in this Call for Grant Applications but rather solicited under a separate Mini Grant Call for Grant Applications in June of 2009 and January 2010.

Applications for **Tier II** projects will be accepted in this Call for Grant Applications and must cover either a statewide or watershed wide project. Applications will be designated as being for ***TOP PRIORITY*** projects, or ***OTHER PROJECTS*** based on the following criteria:

TOP PRIORITY projects will be those that develop, complete and/or implement statewide or watershed wide E&O campaigns identified in the 2007 Montana Nonpoint Source Management Plan's Five-Year Action Plan. Referring to **Table 5.3** in **Section 5** of the 2007 Montana NPS Management Plan, E&O campaigns targeting 1) Urban growth and development issues; 2) Riparian and wetland buffer protection; or 3) Small farm and ranch conservation, will receive TOP PRIORITY status. E & O projects that carry out recommendations from initiated and/or completed TMDLs will also receive TOP PRIORITY status. The watersheds with DEQ approved TMDL water quality plans are shown in "Attachment I" of this document and a list of these plans is available at: http://www.deq.state.mt.us/wqinfo/TMDL/finalReports.asp.

OTHER PROJECTS will be those that address statewide or watershed-wide needs to combat NPS pollution. Specifically, these projects will include 1) Promotion, development and coordination of watershed groups; 2) Development and certification of volunteer monitors in watershed groups; 3) Establishing and expanding water curriculum in schools through coordination with statewide organizations; or 4) Development and promotion of BMP training for state, county and city road maintenance personnel.

5.1 Application Outline for Education & Outreach Projects

The grant application must be submitted using the outline below:

Section I NPS Grant Application Summary Form
Section II Project Introduction and General Description
- A. Introduction
- B. Statement of Need and Intent
- C. TMDL/Watershed Restoration Plan (WRP) and/or State NPS Plan E&O Components
- D. Project Planning and Management
- E. Collaborative Effort
- F. Reporting Requirements
- G. Target Audience
- H. Coordination and Delivery
- I. Effectiveness Evaluation

Section III Scope of Work (SOW)
Section IV Support Documents
- A. Project Milestone Table
- B. Project Budget Table
- C. Project Map
- D. Letters of Support

5.1.1 "Section I - NPS Grant Application Summary Form"

The top page of the application will be the NPS Grant Application Summary Form. It should be completed to the best of the applicant's ability for the draft submission. DEQ Staff is available to assist in completing the form. Final Applications must have the entire NPS Grant Application Summary Form completed and signed by the authorized agent of the sponsoring organization. All signatures must be original and in BLUE ink for Final Applications on hard copies.

Summary Form**—**The NPS Grant Application Summary Form attached to this document as **Attachment B**. The form is also available electronically and includes drop down menus to assist in completion. Please contact Rob Rung at 406-444-6756 or rrung@mt.gov for the electronic version of the form.

5.1.2 "Section II - Project Introduction and General Description"

"A. Introduction"

All applications must have a brief introduction of the overall project and the sponsoring organization. The proposed project should implement and support Montana's 2007 NPS Management Plan. **The application should state how**

the project will accomplish priority actions under the NPS Plan. A copy of the plan may be found on the internet at:

(http://www.deq.state.mt.us/wqinfo/nonpoint/NonpointPlan.asp)

The Introduction must contain the overall expected outcomes of the project. **Outcomes** are the results or consequence from carrying out the grant program for achieving programmatic goals or objectives. **Outcomes** are measurable quantitative results of the work of the grant (e.g. meet water quality standards or urban runoff target.

"B. Statement of Need and Intent"

Identify if the proposal is for either implementation in an EPA approved TMDL area OR for a major-themed issue from a statewide perspective. The project application must clearly describe an E&O activity and / or a NPS program need and the project's resulting benefit. Prevention of pollution in impacted or threatened waters is also considered a benefit. The statement of need must detail the project area; identify how E&O will benefit water quality issues or NPS pollution prevention in the State of Montana; and address how the particular E&O project can be evaluated to measure success for potential use in other regions of state.

"C. TMDL/Watershed Restoration Plan (WRP) and/or State NPS Plan E&O Components"

All applications must include implementation of actions called for in either an existing TMDL/(WRP) or include activities that will lead to the development of E&O programs identified in the Montana NPS Management Plan. E&O project applications that implement a TMDL/WRP will be given the same preference as E&O projects that satisfy E&O prioritizations identified in the Five-Year Action Plan, (see **Table 5.3** in **Section 5** of the 2007 Montana NPS Management Plan).

From the 2007 Montana NPS Management Plan, identify the specific NPS Management Plan E&O priorities and actions that the project will address. The proposal must also show how it will support and implement the overall goals and objectives of the 2007 Plan.

"D. Project Planning and Management"

The application should show that the project efficiently and effectively achieves Montana's NPS Plan priorities and actions as identified in **Section 5** of the 2007 NPS Plan. This section will include an analysis of how the responsible parties were selected and the costs were calculated for each section. Costs for subcontractors, in-kind support efforts, and other funding sources must also be included. The application should detail what level of overall project funding will

be from 319 funds and how the applicant determined the amount. Describe the products that will be delivered to DEQ at the completion of each task. Show that consideration was given to the costs of reporting, method of delivery of products to DEQ and efficient use of 319 funds. Applications should detail how the project will maintain all documentation and reporting on performance measures / environmental benefits.

When preparing the application, it is imperative that organizations detail an analysis of how costs are calculated, when contracted help (subcontractors) will be utilized and how reporting / products will be conveyed to DEQ.

"E. Collaborative Effort"

Applicants must document in this section how the project proposal was developed and will be carried out under a collaborative effort. Applications need to address other relevant Federal, State, local and private funds and resources that may be available to assist in implementing the effort. Applications must show that the project has reached out to all applicable sources of funding and assistance for successful project completion. Include the organizations that would most logically be involved in a comprehensive coordinated effort. Describe the sources of technical and financial assistance needed and / or authorities that will be relied upon to develop and / or implement this plan. Demonstrate that the project sponsor has the technical and financial ability to manage the proposed project.

"F. Reporting Requirements"

All applications must include a narrative on how reporting requirements will be achieved. The reporting requirements for all projects will include submission of status, annual and final reports for the project. All bills must be accompanied by a project status report. The reporting requirements for all projects will include submission of status reports, annual, and final reports for the project. Status reports are to be submitted with billing requests and should detail the work that the grantee is requesting reimbursement for. Annual reports are also required that will detail project expenses and accomplishments. The final report will consist of a document that will act as a "stand alone" report for the entire project. Parties unfamiliar with the project must be able to read the final report and have a clear understanding of the project from inception to completion, including data collection, photo documentation, analysis of accomplishments, description of any obstacles encountered, recommendations for future projects, and a complete fiscal breakdown of the overall project budget and how 319 funds were expended.

This subsection must detail in what format and how products will be delivered to DEQ. All status, annual, and final reports will be submitted in electronic as well as hardcopy format, for inclusion in GRTS. Reports consisting of the compilation

and / or analysis of existing data will also be submitted in electronic format, for inclusion in GRTS.

As a part of an EPA National Mandate, all projects involving "on-the-ground" activities that address nitrogen, phosphorous and sediment reductions must provide data estimating load reductions from the implementation of the project. Additionally, the applicant will be responsible for supplying DEQ with baseline information on the project location, area, conceptual design, pollutants addressed, and water quality benefits. Any monitoring activities will require a Sampling Analysis Plan (SAP) that must be approved by DEQ prior to project implementation.

In order to improve State and public access to water quality data, all in-stream water quality monitoring data for water resources collected pursuant to the implementation of a **Section 319** project, must be included in STORET. The water quality monitoring data therefore must conform to a specific format for direct import using the (SIM). SIM compatible (EDD) file specifications are detailed on the web at http://www.deq.state.mt.us/wqinfo/datamgmt/STORET_SIM_Support.asp. Questions regarding the SIM compatible format can be directed to Jolene McQuillan of the Data Management Section, (406) 444-5304 or jmcquillan@mt.gov for further consultation.

"G. Target Audience"

Describe the target audience by answering the following questions:

- Who is the focus of the E & O project?
- How many people will your project reach?
- Are these the resource managers or users who can effect decisions to improve water quality?
- Is the target audience directly linked to the source of impairment?
- If the target audience is not directly linked to a source of impairment (i.e. school children, targeted public, etc) explain how, over the long term, the project will contribute to the restoration and protection of water quality.

Use the explanation and examples of Social Marketing found in the E&O Strategy of the 2007 Montana NPS Management Plan to direct target audience activities. Target audiences constitute landowners, non-profit organizations, agencies etc. found within watershed areas. Target audiences from a state-wide perspective include agencies or organizations that work across Montana or citizens across the state that have similar resource management issues and the ability to effect change.

"H. Coordination and Delivery"

The project should not duplicate previous or on-going efforts. All relevant stakeholders should be involved with watershed-level projects. This includes coordinating efforts with other resource agencies such as NRCS, conservation districts, cooperative extension, etc. Projects involving statewide E&O materials production must demonstrate that the publication, video, billboard, etc. does not replicate a previous effort that is still relevant and available to the target audience. All E&O projects having multiple funding sources must describe the obligations and accountability to the other funding sources. If this is the continuation of a multi-year project explain how this project builds on previous efforts.

Describe how the product will be delivered to the target audience. Demonstrate how you can assure DEQ that the product will be reaching the people who need to see it i.e. stakeholders in finalized TMDL watersheds or stakeholders that are concerned with a major-themed issue, and that those people are utilizing the product.

"I. Effectiveness Evaluation"

The project should have measurable outcomes related to water quality protection or improvement. Describe how the project will be evaluated. For example, implementation of NPS controls, trends in water quality, surveys of public awareness, or actions to measure changes in attitude over time.

5.1.3 "Section III - Scope of Work (SOW)"

Provide a detailed Scope of Work (SOW) for your entire project. The SOW will consist of Goals, Objectives, Tasks**,** and Responsible parties, Timelines, Costs and Deliverables. A SOW must contain a minimum of one goal, one objective, and one task. Use the following outline to create the SOW:

Goal 1,
Objective 1,
Task 1

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES): .

Task 2

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES):

Goal 2,

Objective **2**,

Task **3 (etc.)**

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES):

Goal **X**,

Objective **Y**,

Task **Z +1**

- DESCRIPTION:
- COSTS: 319 Funds:__ Matching Funds ___:
- RESPONSIBLE PARTY(s):
- TIME LINE: and
- OUTPUTS (DELIVERABLES):

All goals, objectives and tasks must be numbered sequentially throughout the SOW. An example is Goal 1, Objective 1, Tasks 1 – 4, Goal 2, Objective 2, Tasks 5 –7. This way, there will not be any confusion as to when a goal, objective or task is being referenced. Administrative Costs and / or Fees must be listed as a separate task within the plan.

Task descriptions in the application MUST detail how the task will be accomplished. Immediately after this task description, the following must be listed:

Responsible Party
319 Cost
Match Cost Share, Source and Status (secured or intent)
Output(s)/Deliverables

The tasks and activities should be logically presented, and the responsible entities and their contributions clearly delineated. An ideal number of tasks to be included in a SOW would range from four to eight (this includes a task for project administration and / or administrative costs). Applications will not be discounted for containing less than four tasks or more than eight tasks.

The application should contain a description of the project that provides a clear picture of the extent and type of work to be accomplished. A detailed design is

not necessary, but the description should be adequate to enable proposal reviewers to understand the level of anticipated results and likelihood of achieving these results.

When assembling the SOW, please remember that a task or series of tasks must be completed to meet an objective. For each objective being met, the plan moves closer to achieving the stated outcome(s).

An example SOW for Education and Outreach projects is found in **Attachment F**. Please review the sample SOW for the appropriate category. If you have questions, contact Rob Rung, DEQ Contract / Grants Officer at 406-444-6756 or rrung@mt.gov.

5.1.4 "Section IV - Support Documents"

The grant application must also have the support documents described below.

"A. Project Milestone Table"

A milestone table provides the best method to demonstrate how a project will progress at a glance. The project milestone table should be referenced in the narrative and included as a support document. An example milestone table is found in this document as **Attachment G**.

"B. Project Budget Table"

A Project Detail Budget Table provides the best format for providing the required budget information. The budget table provides a summary of project budgets and the sources of funds. The project budget table should be referenced in the narrative and included as a support document. The dollar figures utilized in the SOW must be consistent with the budget table and totals on the Project Summary Sheet. An example budget table is found in this document as **Attachment H**.

"C. Project Map"

Provide map(s) showing location and extent of project activities (e.g. identify the watershed(s) that will be impacted, the location of any on-the-ground activities, etc). When appropriate, maps should detail project location by section/township/ range and/or longitude and latitude. Appropriate information incorporated on the map may include when necessary: land uses, land ownership, and project location and important water resources (including major wetlands). Also, provide information on locations of present, past and future sampling sites, sources of problems or critical areas, and other pertinent information such as wells, natural springs, and point sources.

“D. Letters of Support”

Support from the local stakeholders is a key element in the success of a project. Draft applications must contain a list of stakeholders from whom you intend to seek letters of support for your project. Final applications must be accompanied by at least three letters of support. If your project calls for on-the-ground work on specific landowners’ property, you must include letters of support from each of these landowners. Applicants are encouraged to submit more than three letters of support where possible. Letters should demonstrate a broad base of stakeholder support. DEQ requires a listing of all letters of support in a table format. The table can be included as part of the narrative or in the support pages. A sample table is included in this document as Attachment C.